CIA NOTICES - 1947

1 of 1

CONFIDENTIAL

#### CENTRAL INTELLIGENCE AGENCY NOTICES

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7.	Official Working Hours of CIA
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10.	Christmas Decorations in Government Buildings:
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25X1A

NOTICE

11 December 1947

SUBJECT: Christmas Decorations in Government Buildings

1. Quoted below is a memorandum received from the Office of Buildings Management, Public Buildings Administration, Federal Works Agency:

"SUBJECT: Christmas Decorations in Government Buildings

"We would appreciate your cooperation in the enforcement of the following regulations regarding the placing of Christmas trees or Christmas decorations in buildings operated by the Public Buildings Administration.

"A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and in frame buildings provided with automatic sprinkler protection. No trees will be permitted in frame buildings without such protection unless approval is given by the Superintendent. The trees should not be kept in buildings for more than seven days.

"No cotton or other inflammable materials may be used for decorating the trees. No lighted candles will be permitted in any buildings. Electric lights will be permitted on Christmas trees and in buildings, if the installation of such lights is inspected and approved by the Superintendent. Inflammable decorations will not be permitted in buildings without the approval of the Superintendent. If the use of decorations and Christmas trees is contemplated for dances, parties, or other gatherings in Government buildings, prior approval must be obtained from the Superintendent."

2. Any question concerning the above regulations should be referred to Chief, Services Branch, A&M.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Executive for Administration and Management

ATTACHMENTS: None

DISTRIBUTION; All CIA Employees

25X1A

8 December 1947

SUBJECT:

Half-Holiday on 24 December 1947

- 1. Executive Order 9907 dated 2 December 1947 states that government agencies shall be closed one-half day on Wednesday, 24 December 1947, and that all employees of those agencies except those who, for public reasons, may be excluded from the provisions of the order by the heads of their respective agencies, shall be excused from duty during that period.
- 2. The offices of the Central Intelligence Agency in the District of Columbia and in the field will be closed for one-half day at noon, Wednesday, 24 December 1947. Current instructions covering essential duty on official holidays will apply for this period.
- 3. CIA and Executive duty officers detailed for duty on the night of 24-25 December will enter on duty effective at noon 24 December. The CIA duty officer will report at that time to the office of the Director and remain on duty there until 1900 hours.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for

Administration and Management

25X1A

NO EMCLOSURES

DISTRIBUTION: ALL, CIA PERSONNEL

(3767)

25X1A

12 December 1947

SUBJECT: Transportation Service (Rescinds Notice No. 8 dated 1 December 1947)

1. Effective 15 December 1947, regular hourly bus service will operate between North Interior and Pentagon Building as scheduled below:

(18th & F N.W.)		SOUT	H BOUN	D				
North Interior 2210 E Street North Building Use Building "M" Building Yards & Bocks Pentagon Bldg. (Mall Entrance)	0850 0855 0857 0859 0901 0903 0907	0950 0955 0957 0959 1001 1003 1007 1010	1050 1055 1057 1059 1101 1103 1107	1150 1155 1157 1159 1201 1203 1207 1210	1250 1255 1257 1259 1301 1303 1307 1310	1350 1355 1357 1359 1401 1403 1407 1410	1450 1455 1457 1459 1501 1503 1507 1510	1550 1555 1557 1559 1601 1603 1607 1610
(Mall Entrance)		NORTH	BOUNT	2		* 1	111	
Pentagon Bldg. Yards & Bocks North Building Que Building "M" Building 2210 E Street North Interior (15th & F N.W.)	0910 0914 0920 0922 0924 0926 0929 0934	1010 1014 1020 1022 1024 1026 1029 1034	1110 1114 1120 1122 1124 1126 1129 1134	1210 1214 1220 1222 1224 1226 1229 1234	1310 1314 1320 1322 1324 1326 1329 1334	1410 1414 1420 1422 1424 1426 1429 1434	1510 1514 1520 1522 1524 1526 1529 1534	1610 1614 1620 1622 1624 1626 1629 1634
	North Building  Que Building  "M" Building  Yards & Bocks  Pentagon Bldg.  (Mall Entrance)  (Mall Entrance)  Pentagon Bldg.  Yards & Bocks  Nerth Building  Que Building  "M" Building  2210 E Street  North Interior	North Interior 0850 2210 E Street 0855 North Building 0857 O859 Que Building 0903 Yards & Bocks 0907 Pentagon Bldg. 0910 (Mall Entrance)  (Mall Entrance) Pentagon Bldg. 0910 Yards & Bocks 0914 North Building 0920 Que Building 0924 "M" Building 0924 North Interior 0936	North Interior   2210 E Street   0855   0955   0955   0957   0859   0957   0859   0959   0961   1001   0903   10	North Interior   0850   0950   1050   2210 E Street   0855   0955   1055   1055   0859   0959   1057   0859   0959   1059   0961   1001   1101   1107   11	North Interior   2210 E Street   0856   0950   1050   1150   0855   0955   1055   1155   1155   0857   0957   1057   1157   0859   0959   1059   1159   0961   1001   1101   1201   1201   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1203   1204   1210   1220   1220   1221   1222   1222   1222   1222   1222   1222   1222   1222   1222   1222   1222   1222   1222   1222   1222   1222   1223   1224   12	North Interior 2210 E Street 0855 0955 1055 1155 1255 1255 North Building 0857 0957 1057 1157 1257 0859 0959 1059 1159 1259 0961 1001 1101 1201 1301 1301 1301 1301 130	North Interior 2210 E Street 0855 0955 1055 1155 1255 1355   North Building 0857 0957 1057 1157 1257 1357    Que Building 0901 1001 1101 1201 1301 1401   "M" Building 0903 1003 1103 1203 1303 1403   Yards & Bocks 0907 1007 1107 1207 1307 1407   Pentagon Bldg. 0910 1010 1110 1210 1310 1410    (Mall Entrance) NORTH BOUND    (Mall Entrance) NORTH BUIND    (Mall Entrance) Pentagon Bidg. 0910 1010 1110 1210 1310 1410   North Building 0920 1020 1120 1220 1320 1420   Que Building 0924 1024 1124 1224 1324 1424   "M" Building 0926 1026 1126 1226 1326 1426   2210 E Street 0929 1029 1129 1229 1329 1429   North Interior 0934 1034 1134 1344 1444	North Interior 2210 E Street 0855 0955 1055 1155 1255 1355 1455   North Building 0857 0957 1057 1157 1257 1357 1457   Que Building 0961 1001 1101 1201 1301 1401 1501   "M" Building 0903 1003 1103 1203 1303 1403 1503   Yards & Bocks 0907 1007 1107 1207 1307 1407 1507   Pentagon Bldg. 0910 1010 1110 1210 1310 1410 1510    (Mall Entrance) NORTH BOUND    (Mall Entrance) NORTH BOUND    (Mall Entrance) 0920 1020 1120 1220 1320 1420 1520   Que Building 0921 1022 1122 1222 1322 1422 1522   Que Building 0924 1024 1124 1224 1324 1424 1524   "M" Building 0926 1026 1126 1226 1326 1426 1526   Que Street 0929 1029 1129 1229 1329 1429 1529   North Interior 0934 1034 1134 1344 1344 1427 1529

- 2. This service will not be available on Saturdays, Sundays or holidays.
- 3. Special cars will not be furnished for trips to the buildings listed in the above schedule except in emergency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for

Executive for Administration and Management

DISTRIBUTION: To All CIA Personnel

25X1A

25X1A

#### CENTRAL INTELLIGENCE AGENCY Washington, D. C.

1 December 1947 SUBJECT: Transportation Service 1. Effective 1 December 1947, regular hourly bus service will eperate between North Interior and Pentagon Buildings as scheduled below: SOUTH BOUND (18th & F N.W.) North Interior Leave 2210 E Street North Building 25X1A \*\* Que Building "M" Building Pentagon Bldg. Arrive (Mall Entrance) 161.0 NORTH BOUND (Mall Entrance) Leave Pentagon Bldg. 25X1A North Building 1.618 Que Building "M" Building 2210 E Street Arrive North Interior (18th & F N.W.) This service will not be available on Saturdays, Sundays, or holidays. Special cars will not be furnished for trips to the buildings listed in the above schedule except in emergency. FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: 25X1A Executive for Administration and Management DISTRIBUTION: TO ALL CIA PERSONNEL (3692)

SUBJECT: Official Working Hours of CIA  1. Effective Monday, I December 1947, the regular working hours for all activities of the Central Intelligence Agency within the continental limits of the U.S. will be from O830 to 1700, Monday through Friday of each week.  2. These hours, as heretofore, provide for a 30-minute luncheon period.  FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  Executive for Administration and Management  ATTACHMENTS: None  DISTRIBUTION: To all CIA Employees	2	20 November 1947
1. Effective Monday, I December 1947, the regular working hours for all activities of the U.S. will be from 0830 to 1700, Monday through Friday of each week.  2. These hours, as heretofore, provide for a 30-minute luncheon period.  FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  Executive for Administration and Management  ATTACHMENTS: None  DISTRIBUTION: To all CIA Employees		1000000174
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Monday through Friday of each week.  2. These hours, as heretofore, provide for a 30-minute luncheon period.  FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  Executive for Administration and Management  ATTACHMENTS: None  DISTRIBUTION: To all CIA Employees	hours	10f all activities of the Central Intelligence Agence within
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요일 보통이 있다는 것이 되었다. 이 경험에 있다는 이 경험에 있어요? 이번 이 사람들은 전쟁을 받았다. 그 이번에 대한 사람들은 이 경험에 되는 것이 되는 것이 하나 그를 하게 되었다. 그 이번에	DISTRI	
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25X1A	13 November 1947	
Yan in	SUBJECT: Christmas Holiday Leave Policy	
	Subject: Unitsumas notical heave forter	
	1. In order to provide all CIA employees with an opportunity to make Christmas holiday plans, it is desired that each Office and Staff Section Head immediately plan his schedule and personnel requirements for the period 21 December 1947 through 4 January 1948, in such manner as to provide an equal opportunity for all individuals under his supervision for any desired holiday leaves.	
	2. During this period a minimum of 50 per cent of the working staff should be on duty during each working day. Responsible supervisors will insure that all subdivisions of their activities are manned to the extent that essential operational requirements will be met.	
14.5	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	VII.
		<sup>2</sup> 5X1A
V.	Executive for	
	Administration and Management	
vi Tali	Distribution: All CIA Employees	
	Distribution: All CIA Employees	
	이 보다가 들었다. 이 일반하다. 경험이 하늘에 되어 된 경험에 그리고 하는 것이 없다.	1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	하늘 아내는 사람들이 아니가 없니? 그 살아내려왔다면 하는 사람들이 하는 것이다. 그렇게 되었다.	
	그래 있는 병원 (전환하고 10 명은 전환하고), 강화 회사인 회 전환하고 함아가 되었	
	그리는 아이를 하면 하는 사람들은 얼마를 받아 보고 있었다. 그리는 아이를 모르는 말했다.	
	(2017년 1일	
	로 마다를 통해 합니다. 15 1년 1일 전에 대한 시간에 가장 보고 있다. 45 1일 1일 전에 대한 시간 전에 대한 시간 전에 대한 시간	
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	경기 교통 강경 시간 이 사람들은 사람들이 가는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없다.	
	계계 마루 전경 현재에 그를 하는 때 세트라 되었다. 경우에 있는 사람은 얼굴이 시작하다 말을 받았다.	

	CENTRAL INTELLIGENCE AGENCY Washington, D. C.
25X1A	28 October 1947
	SUBJECT: Advertising in Newspapers
	Individuals advertising in the newspapers for any
	purpose will not use a CIA telephone number for receipt of
	return telephone calls in connection therewith.
	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
	25X1A
	Executive for Administration and Management
	DISTRIBUTION: All CIA Employees
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	경기 사용하는 경기를 하는 것이 되었다. 그 사용을 되는 것이 되었다. 그런 것이 되었다. 그런 것이 되었다. 전 경기 전 경기 전 경기 대통령이 있는 요즘 기를 보는 것이 되었다. 그런 것
	항공도 공격 지하면 생각하다. 이 목표하면 하는 경험 하는 사람들은 모양이 되었다.
	이는 이 등도 보고 있다면 하셨다. 하는데 그는 말을 내려고 있다는데 하는데 되었다.
	(3254)
	. 마음에 보고 있는 것이 없는 사람들이 되었습니다. 그 말에 되는 사람들이 되었습니다. 1985년 - 1985년 - 1985년 1987년 - 1987년 - 1987년 - 1987년 - 1985년

25X1A	16 October 1947	
	SUBJECT: Chest X-rays	
	1. Cirilian personnel of CIA who have not had chest X-ra since 1 May 1947, and who so desire, may have one taken at the CIA dispensary during the week beginning 3 November 1947.	78
	2. Office and Staff Section Heads will arrange schedules for personnel under their jurisdiction directly with Lieutenant Lamothe at telephone extension 2691.	
	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
		25X1/
		4 2 4 7 3 7
	Executive for	
	Administration and Management	
	내용 등 병사 (경기가 되내고 하는데) 현대 이 시간입니다. 그렇게 되는	
	DISTRIBUTION "A"	
	2. [18] : 2 [4] [1] : [12] : [12] : [12] : [12] : [13] : [14] : [14] : [14] : [14] : [14] : [14] : [14] : [14	
	선생님은 그는 사람들은 얼마나 나를 잃어 먹었다면 살아 그래요 그렇게 됐다.	
	이래 하다. 이번에 되어난 화사들은 보이는 원들은 나이 하고 있다.	
	시민 교육 비용하시는 교회를 잃어가는 경찰이 하고 시간되었다. 함께	
	[일일: [일] 회사 교육하면 좋다. 이 걸리다 걸,] (2012년 회사 [기사] [기사]	
	뭐겠는데 이렇게 보이지 않는데 되는 이렇게 되는데 살아다니 가 하는데	
	생물하다 하는 것이 얼마를 보았다면 하는데 하는데 얼마나요? 얼마나	
	내용생활 회장에 가게 하는 것이 되었다.	
	경기가 있는 경기에 가는 하다 하는 사람들은 사람이 되었다. 하나 하다	
	없다는 살아가게 되는데 이렇게 되었다. 그 나는 그 나이에 나 나는 것	•
	보고 있는 사람들은 아이들은 아이들은 사람들은 사람들이 되었다.	
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